

<b>Swaffham &amp; District u3a Role</b>	Can access: names, addresses, phone numbers, emails?	Can view Beacon Ledger for accounts and Schedule/diary ? *	Can view details of all Group members and Group Leaders ?	Can add/delete group members to groups?	Can add/delete Members to the full SDu3a database ?	Send Emails via Beacon ?
<b>Chair</b>	<b>Yes – ALL members</b>	<b>Yes – All members and Groups</b>	<b>Yes – All groups</b>	<b>Not Permitted See Groups Coordinator</b>	<b>Not permitted See Beacon Admin 1 or 2</b>	<b>Yes -To all members</b>
<b>Groups Coordinator</b>	<b>Yes – ALL members</b>	<b>Yes – All members and Groups</b>	<b>Yes – All groups</b>	<b>Yes – All groups</b>	<b>Not permitted See Beacon Admin 1 or 2</b>	<b>Yes -To all members</b>
<b>Group Leaders</b>	<b>Limited Access: ONLY OWN GROUPS</b>	<b>Limited Access: ONLY OWN GROUPS</b>	<b>Limited Access: ONLY OWN GROUP Can also see names of other group Leaders</b>	<b>Limited Access: ONLY OWN GROUP add or delete</b>	<b>Not permitted See Beacon Admin 1 or 2</b>	<b>Only send emails to their own Group Members</b>
<b>Beacon Admin 1/ Membership Secretary/ Treasurer</b>	<b>Yes – ALL members</b>	<b>Yes – All members and Groups</b>	<b>Yes – All groups</b>	<b>Yes – All groups</b>	<b>Yes – all members and Groups access</b>	<b>To all members</b>
<b>Secretary/ Beacon Admin 2/ Webmaster</b>	<b>Yes – ALL members</b>	<b>Yes – All members and Groups</b>	<b>Yes – All groups</b>	<b>Yes – All groups</b>	<b>Yes – all members and Groups access</b>	<b>To all members</b>
<b>Members not covered by above categories</b>						

*\* This facility in Beacon is not currently utilised by the Committee or Group Leaders.*